



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

RE-ADVERTISEMENT

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 093A - 09

OPEN TO: **All Qualified Candidates**

POSITION: **Shipment Supervisor, FSN-9; FP-5**
(Salary approx. Tk. 55,000 per month)
OR
Depending on qualifications and experience
incumbent may be hired at a lower trainee grade
level as below:

Trainee Shipment Supervisor, FSN-8; FP-6
(Salary approx. Tk. 44,000 per month)

OPENING DATE: **December 10, 2009**

CLOSING DATE: **December 27, 2009** (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/5 days per week

NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking applications for the position of **Shipment Supervisor** for its Shipping and Customs Unit of the General Services Office (GSO).



BASIC FUNCTION: The incumbent is responsible for managing the U.S. mission's shipping and customs clearance operations in accordance with U.S. Government and host Government regulations and Uniform service standards. S/he supervises three Locally Employed Staff (LES) and liaises with commercial contractor in packing, clearing and forwarding fields.

MAJOR DUTIES AND RESPONSIBILITIES:

✚ Manages Mission shipping and customs activities in accordance with FAM/FAH, AID handbook, mission directives, international law and host government regulations. Ensures that Uniform Service standards are met as regards facilitating the movement and MOFA/Customs clearance of incoming/outgoing shipments of office supplies and equipment, household effects, official and POV (privately owned vehicles), UAB (unaccompanied air baggage), U.S. Commissary shipments, AIS/D supplies and equipment and containerized shipments through ICD/Dhaka. Arranges registration of vehicles, obtains driving license, purchase vehicles, insurance, sale of official and personal property and MOFA approval of telephone services requests.

✚ Establishes and maintains liaison with senior host government officials in order to resolve various complicated issues. Exercises knowledge of regulations, laws, practices and individual personalities to obtain that which is most advantageous to the USG. Also maintains contact with commercial shipping agents, airline representatives and packing, clearing and forwarding contractors. Acts as the Contracting Officer's Technical Representative (COTRA) for contracting firms in the packing, clearing and forwarding fields, ensuring that performance meets or exceeds contract standards. Maintains liaison with both contract and non-contract shipping, clearing & forwarding firms in Dhaka and Chittagong. Makes recommendation to contracting officer regarding continuation or termination of contracts. Obtains competitive air and sea freight rate from the steamship companies and airlines.

✚ Assists and advises Embassy personnel in complying with USG and host government laws and regulations pertaining to export of HHE/UAB/POVs and sale of personal property. Advises new arrival of his/her entitlements under applicable agency regulations and of host government customs regulations and related procedures. Reviews all shipment and customs clearances paper work and documentation. Ensures the accuracy of comparative bids for the USG vehicles.



✚ Reviews and recommends for payment of all freight bills, C&F bills, packing/crating bills to determine accuracy and to eliminate any possible waste or fraud and resolves all complaints through action or referral. Drafts diplomatic notes, telegrams, various correspondence with host govt. offices, airlines, shipping companies, insurance companies and other offices.

✚ Develops work assignments, work schedules, standard operating procedures for Shipping & Customs Unit staff. Organizes and ensures timely execution of shipping, packing & crating schedules. Trains, evaluates and selects employees.

QUALIFICATIONS REQUIRED:

1. Education: A post graduation degree in any discipline from a recognized university **OR** a bachelor degree in any discipline from a recognized university and additional 3 years of customs/shipping experience. *(You must attach a copy of your post graduation degree/bachelor degree certificate along with your application form.)*

2. Language Proficiency: Level IV (Fluent) in both English and Bangla required. English language proficiency will be tested.

3. Prior Work Experience: Minimum of 5 years supervisory/managerial experience in transportation/customs/shipping fields either within the U.S. Mission, an international organization, a private business or government service.

4. Job Knowledge: Must possess a solid working knowledge and understanding of host Government regulations and local shipping company practices.

5. Skills & Abilities: Must possess management ability to supervise and organize work, supervise staff and report results. Must be tactful and effective in dealing with host Government high ranking officials, shipping and airlines officials, local packing and transfer companies and U.S. Mission Officials.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.



ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates are requested to submit the following:

1. Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or **FAX at 9887825. Blank application forms are available at South barrier of the U.S. Embassy, Dhaka (near the Vatican Embassy) and at U.S. Embassy website at: dhaka.usembassy.gov. A copy is also attached hereto for your convenience.**

[Application Form](#)

2. Interested USEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF- 612 (Application for Federal Employment). A copy is also attached hereto for your convenience.

[OF-612](#)

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.



All applicants must complete application forms, attach a passport size photograph and a copy of educational or trade school certificate. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

POINT OF CONTACT:

Human Resources Assistant

Telephone # 885-5500, Ext: 2533

Fax # 9887825

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM): Family Members at least age 18 listed on the travel orders of a direct hire Foreign of Civil or uniformed service member stationed to a US Foreign Service post or establishment abroad and is under COM authority. The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of USEFM.

3. Member of Household (MOH): An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. citizen.



NOTE: *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Cleared by:

HRO: x
AGSO: x
FMO: x
MGT: x